

## **3155 - CODE COMPLIANCE ADMINISTRATOR**

### **NATURE OF WORK**

This is responsible, technical work in the enforcement of various applicable national, state, and local laws, codes, and ordinances relating primarily to health, zoning, and environmental regulations in the City's Department of Code Compliance. Employee supervises a staff who inspects businesses, buildings, structures, and premises to determine violations, and ensures compliance by issuing notices of violations explaining violations and/or issuing citations to the public. The employee is responsible for supervising work of employees who work in the field. Majority of time is spent in the office reviewing case files etc.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Plans, schedules, assigns, supervises, and evaluates the work of inspectors within assigned geographical or functional area.

Enforces and supervises the enforcement of applicable national, state, and local laws, codes, ordinances, and other regulations by issuing warnings and written notices of violation; follows departmental procedures of reinspection and actions required to ensure compliance.

Conducts and supervises field inspections of new and existing businesses, buildings, structures, premises, and marine related facilities and activities.

Responds to and assists others in responding to unusual or difficult situations and resolving problems.

Investigates and resolves complaints from the public and other departments.

Interprets complex regulations for other employees, other divisions and departments, and the public.

Conducts and supervises inventories of various goods, services, trades, and types of businesses and industries.

Testifies in court and before related boards; obtains documentation; prepares testimony; and assists others in same.

Prepares and maintains records, reports, and correspondence concerning inspection and enforcement work.

Trains other inspectors and clerical staff in code compliance work.

Recommends methods, materials, equipment, and alterations to assist in compliance with acceptable standards.

Detects and investigates any reported or unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans.

Reports suspected or known violations of other regulations to the appropriate authorities.

Recommends amendments to City codes, ordinances, or other regulations.

Performs related inspection and other work as required.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of local geography, roadways, and jurisdiction boundaries. Considerable knowledge of applicable national, state, and local laws, codes, ordinances, and other regulations. Considerable knowledge of relevant enforcement procedures. Considerable knowledge of the

City and other agencies sufficient to respond to or redirect citizen inquiries. Some knowledge of building design and good construction practices. Ability to read, understand, explain, and apply regulations. Ability to enforce regulations tactfully, firmly, and impartially. Ability to make technical inspections, conduct investigations, ascertain facts, and render valid decisions.

Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to prepare clear, concise, legible, and accurate records, reports, correspondence, and other documents. Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards. Ability to testify effectively in court and before related boards. Ability to use variety of office equipment such as computer terminals, advanced multi-line telephone equipment, and radio equipment. Ability to direct, train, and evaluate the work of others. Ability to conduct various types of inventories. Ability to make arithmetic and statistical computations. Ability to research data and originate legal documents and other instruments of law.

### **EDUCATION AND EXPERIENCE**

Employed by the City for the past (1) year (based on full-time employment) with three (3) years full-time code enforcement experience (from a City or County of comparable size to the City of Miami Beach).

Certification of Level II certification from the Florida Association of Code Enforcement.

Associates of Arts Degree in Public Administration, Business Administration, Criminal Justice or related field. Experience can substitute for education on a year-for-year basis.

Driver's license.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some significant standing, walking, moving, climbing,

pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped. Must be able to ride a two wheel bicycle.

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#### **SUPERVISION RECEIVED**

General and specific assignments are received. Work is performed with latitude for the use of independent judgment. Work is reviewed primarily through evaluation of verbal and written reports and work products.

#### **SUPERVISION EXERCISED**

Supervises, trains, and evaluates Code Compliance and clerical staff.

3/99